

## Phoenix Program Process Definition – General Ledger

Process	<b><i>Inactivating Journal Sources</i></b>
Process Number	<b><i>GL – 066</i></b>

### ***Description of Process***

Inactivate a Journal Source. A Journal Source is inactivated when it is no longer used. Once inactivated, the Journal Source will no longer appear when prompting for a list of valid values as of the effective date upon which it was inactivated. Journal Sources track each transaction that is posted to a particular ledger. It identifies the origin of a journal and allows for the definition of special processing options for specific data entry sources. The system uses the journal source as the identifier on the journal header. You use the Journal Source when you set up journal generator templates and journal summarization options. You define the journal source and the journal error processing, multicurrency, and approval options for that source on the Journal Source panel group. Sources are set up at State SetID level.

The State will utilize the delivered journal source codes with the exception of manual journal vouchers.

#### **Sources to use for journals entered in PeopleSoft:**

- MAN – Manual online journals (transactions are generated for ACTUALS, GAAPACTUAL, and FEDSACTUAL ledgers). Use Journal Entry – Base Currency panel group.
- GAP – GAAP journals to GAAPACTUAL ledger only. Use Journal Entry panel group.
- FED – FEDS journals to FEDSACTUAL ledger only. Use Journal Entry panel group.

#### **Sources that should not be used for journals entered in PeopleSoft:**

- ADJ – PeopleSoft delivered source for Accounting Adjustments
  - ALO – used for journals created from the allocation process
  - AM – used for journals generated from the Asset Management System.
  - AP – used for journals generated from the Accounts Payable System.
  - AR – used for journals generated from the Accounts Receivable System.
  - CNV – used for journals entered to convert data from the legacy system.
  - INT – used for off line journal interface journal entries.
  - PAY – used for journals generated through Payroll Processing.
  - PC – used for journals generated through the (DOT) Projects System.
  - PO – used for journals generated through the Purchase Order – Encumbrance System.
- REQ – used for journals generated through the Purchasing Requisition PreEnc.

### ***Input to Process***

Journal Source Change Request is written up signed, and assigned an identifier and approved. The Journal Source is then inactivated in PeopleSoft.

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### ***Output of Process***

Journal Source is inactivated and is no longer accessible for processing transactions.

### ***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

### ***PeopleSoft Panel Groups being Used***

Function	Panel Group
Use	Journal Source

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### ***Business Process Description***

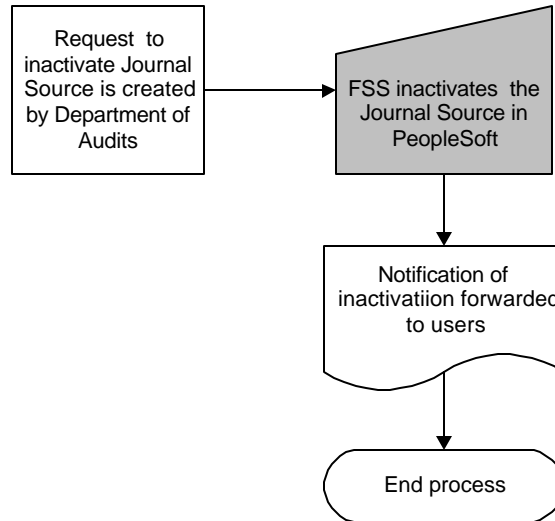
<b>Process Description</b>	<b>Responsibility (Agency/Centralized)</b>
<p><b><u>Step 1: Complete request form to Inactivate a Journal Source</u></b></p> <p>The Department of Audits will complete Source Change Request form when it is determined that a Journal Source should be inactivated. Once approved, the request will be forwarded to FSS for input. Agencies will be notified once the Source has been inactivated.</p>	Centralized
<p><b><u>Step 2: Open the Journal Source you wish to inactivate</u></b></p> <p>Using the Update/Display mode, enter the SetID and Source ID for the Journal Source you wish to inactivate. The SetID should be equal to STATE since all business units will share Journal Sources.</p>	Centralized
<p><b><u>Step 3: Inactivate your Journal Source</u></b></p> <p>Insert a row using F7 in the effective dated field. This allows you to make <i>effective dated</i> changes and enables you to retain a history of the modifications made to the Journal Source. Any modifications will take effect as of the date specified.</p> <p>In the row you just inserted, enter the Effective Date and Status for your Journal Source. The Effective Date can be set to the current date or a future date and determines the date on which the change will go into effect. The Status refers to the availability of the Journal Source for use in journal processing. Using the drop down list provided, change the Status to "Inactive."</p>	Centralized
<p><b><u>Step 4: Save the Journal Source.</u></b></p> <p>The Journal Source is now inactivated and will no longer be accessible to any users. If you want to re-activate the Journal Source at a later point in time, follow steps 1-3 above and change the status back to "Active."</p>	Centralized
<p><b><u>Step 5: Notify agencies that the Journal Source has been inactivated.</u></b></p> <p>Send notification to agencies that the Journal Source has been inactivated and is no longer available for use. The following are acceptable forms of notification:</p> <ul style="list-style-type: none"> <li>• E-mail</li> <li>• Facsimile</li> <li>• Interoffice Memorandum</li> </ul>	Centralized

### ***Forms Used with Process (#)***

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\*\*Attach sample form(s)

### ***Process Flow Diagram (if appropriate):***



Process Signoff

Tested By  
Date Tested